



**DATE:** November 29, 2016

**SUBJECT:** **JOB VACANCY ANNOUNCEMENT – FSN/2016/16**

**TO:** All Qualified Applicants

**JOB TITLE:** **ACQUISITION & ASSISTANCE SPECIALIST – REGIONAL  
ACQUISITION & ASSISTANCE OFFICE**

**GRADE:** FSN-11 with the possibility of hiring the employee at the lower grade  
if he/she does not meet all the position's requirements. **This is a career ladder  
position**

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**Note:** Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

#### **A. BASIC FUNCTION OF POSITION**

The A&A Specialist serves as a top professional in the USAID/Senegal Regional Acquisition & Assistance Office (RAAO). He/she possesses extensive knowledge of procurement generally in contracting and assistance (grants and cooperative agreements) principles, policies, and procedures from pre-award through post-award phases; solid experience with formal advertising and negotiating methods; as well as exhibit great facility with acquisition and assistance (A&A) procuring and administration requirements.

The A&A Specialist demonstrates an exceptional familiarity with development principles, procurement mechanisms. S/he exercises leadership in conducting technically proficient procurement and assistance, fully complying with all relevant laws, regulations and procedures and performed in a positive, team and customer oriented manner.

The A&A Specialist will provide contracting advice on a variety of technical services required by the Agency including composition of technical teams, reasonability of contractor/grantee salaries, types of allowances, Level of Effort required, fee/profit calculations, and review of reports. Transaction levels range in dollar amounts of \$2,000 to \$50,000,000 each per year.

S/he will independently perform the full range of acquisition and assistance duties including: supporting the comprehensive development of strategic planning in the pre-award and post award procurement functions at the Award phase; prepare appropriate solicitation documents and award instruments in the Formation process taking into

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account technical desires and concerns, and monitoring the instrument in the Administration through close out functions involving negotiated procurements of significant importance to the Agency.

The A&A Specialist is responsible for solicitation analysis, evaluation, and negotiation of offerors' proposals/ applications for technical assistance services in support of the USAID Mission in Senegal. As an assistant to the Regional Contracting Officer, who has the overall responsibility for the procurement programs, he/she is required to independently perform and apply highly specialized procurement skills and knowledge involving the negotiations, administrations, and modifications of complex multi-million dollars contracts, grants, and agreements. Many of which are structured with a prime contractor/grantee having two or more subcontractors/sub-grantees and requiring substantial award administration.

The A&A specialist is also required to apply highly specialized acquisition and assistance functions to Mission technical offices on Host Country contracts. While the incumbent is not a warranted Contracting Officer, he/she must have developed specialized procurement knowledge.

He/she will serve as an A&A Specialist responsible for pre-award and post-award functions, including cost/price analysis, negotiation, and administration for a variety of mission teams. He/she will perform developmental assignments under some supervision and will be expected to handle progressively more difficult assignments when the full performance level is reached.

## **B. MAJOR DUTIES AND RESPONSIBILITIES**

The A&A Specialist is responsible for managing the procurement portfolio of acquisition and assistance functions for a USAID/Senegal Technical team. Each transaction for both acquisition and assistance instruments can range in dollar amounts anywhere from \$2,000 to \$50,000,000. Many acquisition and assistance awards are generated through the use of full and open competitive methods and through the use of negotiations, however, some procurements are generated through sole source negotiations. As a result, a contractual document will be prepared by the means of a delivery order, task orders against Indefinite Quantity Contracts (IQC), interagency agreements, cooperative agreements, grants, Leader with Associate Awards (LWA) or through the use of the simplified acquisition process (purchase orders).

As a fully empowered representative of the Regional Contracting Officer, the A&A specialist acts as the contractual manager on the Mission Development Objective (DO) Teams for Economic Growth, Education, Governance and Health. S/He advises DO team managements on the interpretation and application of acquisition policies and regulations to specific acquisition and assistance activities, both operational and project support. The A&A Specialist will advise the team

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on the need for Source Nationality waiver requirements and must be familiar with Simplified Acquisition Procedures and processes.

The A&A Specialist should be fully familiar with and understand the frequent use of both Cos-reimbursement and fixed priced contracts and their proper application. The Federal Acquisition and Regulations is available as a guide. The A&A Specialist should also be familiar with the procedures applicable for acquiring goods and non- personal services. Their routine workload should involve the award of grants and cooperative agreements, delivery orders against Blanket Purchase Agreements, Task Orders against Indefinite Quantity Contracts, as well as the award of those basic indefinite quantity contracts. Proportionately, much more consists of unique, one-time purchase of technical assistance, studies, workshops, training, logistical support arrangements, and direct provision of services in a broad range of program areas.

The A&A specialist responds to protests by researching and developing necessary analysis, documentation, and history. Works with the Regional Legal Advisor (RLA) in preparing the Agency's position and RAAO reports to support the Government's defense on protests to the Government Accountability Office (GAO). Provides ongoing technical advice and recommendations to both contracting and technical office personnel. Acts as a liaison to various offices.

The A&A Specialist shall work collaboratively with the Development Objective (DO) Teams to define contractible, performance-based statements of work and/or program descriptions incorporating results orientation. The A&A Specialist shall prepare all required supporting documentation and manage the entire process through the completion and closeout of the award. The A&A Specialist shall provide technical guidance to Agreement Officer Representatives /Contracting Officer Representatives (AOR/CORs) in the performance of their procurement delegated responsibilities.

The A&A Specialist should be knowledgeable of the acquisition and assistance process in order to train Mission staff and Implementing Partners. The A&A Specialist should possess a clear understanding of the differences between acquisition and assistance instruments so that he/she can effectively and accurately discuss and assess procurements with a degree of expertise sufficient to form the basis of well-founded recommendations to the cognizant Contracting Officer.

a. Pre-Award Duties and Responsibilities:

Participates in the procurement planning phase which may involve reviewing strategic objective agreements/results frameworks, participating in program planning meetings and identifying components of the plans that should be accomplished through the participation of outside service providers.

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Advises Technical Team Members/Activity Managers and Program Core Staff of the selection of appropriate acquisition and/or assistance instrument to accomplish the agency objective; identifies acquisition and/or assistance issues/potential problems requiring guidance from the Regional Legal Advisor or Regional Contracting Officer.

Collaborates with Team Members/Activity Managers in the preparation of advance procurement planning for each proposed action which should reflect the steps required by regulation or policy in the selection process, provide realistic estimates of the time required to accomplish each step of the activity and commit to maintaining the agreed upon schedule. Keeps the Agreement/Contracting Officer informed of anticipated workload demands in the tracking workload processes.

Collaborates with Team Members/Activity Managers in the preparation of a proposed activity including, as appropriate, statements of work, program descriptions, establishing the evaluation criteria, assistance may take the form of participation in the original drafting process, review of drafts, training on USAID regulations and FAR, AIDAR and ADS requirements.

Reviews incoming requisition document (Activity Approval) to ensure accuracy and compliance with all agency and mission requirements and appropriateness for the proposed action. Analyzes all requisition elements to ensure that the proposed work statement or program description is complete and accurate.

Discusses any issues with the requestor until a consensus is reached. Ensures proper recording of requisition information in to the Agency's Global Acquisition and Assistance System database.

Prepares and/or assists in the preparation of all required pre-solicitation documents, including determinations and findings (if required), synopses, justifications for other than full and open competition and exceptions to competition, and the issuance of RFAs, RFTOPs, or RFPs. When it is necessary, conducts pre-award conferences for potential offerors. Advises the Contracting Officer concerning such matters as the adequacy and choice of the evaluation criteria, recommends type of contract to be used, recommends the extent and mechanisms of advertising the requirement, selects the appropriateness of the time permitted for proposals preparation and closing date, reviews and advises on any special terms and conditions that may be required, particularly if their use would require a deviation from the governing regulations.

Evaluates and prepares in depth Cost and/or Price Analysis of applicants or proposals received. Evaluates applications and proposals for responsiveness to a particular solicitation and document their relative strengths and deficiencies through technical support and advice. Guides Team Members in the best practices of "best value" selection, and performance-based technical approach. Obtains reports and references, ensuring that offerors' past performance has been relevant and of a high quality.

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Coordinates issues with technical weakness and excessive costs with the Technical Evaluation teams prior to the commencement of negotiations. Clarifies, and, as necessary, instructs the members of the SO teams, host country counterparts, and other Mission staff on the USAID procurement process as implemented in the Agency.

Performs extensive analysis on cost issues with consideration to economic conditions and factors of involving materials, equipment, labor, and transportation costs. Closely examines cost and pricing data submitted by offerors to substantiate direct and indirect costs and profit margins. Determines

overall reasonableness of costs submitted. Ensures that data provided is consistent with all USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policies.

Ensures that offerors have adequate management, accounting, staffing, procurement systems, policies, and quality control systems in place to satisfactorily carry out USAID issued contracts and

or grants. Requests audit reports from the office of Inspector General, Defense Contract Audit Agency and obtain clearance from the U.S. Department of Labor and/or the Small Business Administration on a variety of EEO and workplace issues. Conducts pre-award surveys for all new PVO and NGO doing business with USAID for the first time.

Analyzes cost proposals and technical scoring processes from the technical evaluation committee, establishes competitive range and presents documentation of proposed selected offeror to the Contracting Officer for concurrence.

Assists in the evaluation of applications and proposals for responsiveness to a particular solicitation and Performs analysis on cost issues with consideration to factors of involving materials, equipment, labor, and transportation costs. Determines overall reasonableness of costs submitted. Ensures that data provided is consistent with all USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policies.

Ensures that offerors have adequate management, accounting, staffing, procurement systems, policies, and quality control systems in place to satisfactorily carry out USAID issued contracts and or grants. Requests audit reports from the office of Inspector General, Defense Contract Audit Agency and obtain clearance from the U.S. Department of Labor and/or the Small Business Administration on a variety of EEO and workplace issues. Conducts pre-award surveys for all new PVO and NGO doing business with USAID for the first time.

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Formulates the negotiation strategy, identifies areas subject to negotiation, and consults with technical specialists concerning data submitted by offerors. Conducts extensive negotiations on cost and technical issues prior to award. Discusses issues presenting team concerns and seek offerors to upgrade technical weaknesses and reduce costs where inappropriate. Requests submission of Revised Final Proposal/Application and prepares appropriate contract or grant instruments for award. Coordinates last stages of selection with the DO Team Members. Awards grants and cooperative agreements with U.S. based and indigenous PVOs and NGOs, Colleges and Universities, and other non-profit organizations. Analyzes all transactions to ensure compliance with Agency cost-sharing and registration policies, as well as local laws governing status. Coordinates contracting activities with other government agencies frequently negotiating and drafting interagency agreements.

Controls the flow of information from Mission to the offering community during the proposal preparation stage ensuring that all requirements of full and open competition are met and that the integrity of procurement prices is upheld.

Represents the Contracting Officer in the evaluation of applicants and proposals ensuring compliance with all published evaluation criteria and factors, and Federal and USAID regulations,

policies and procedures. Provides instructions to the technical evaluation committee regarding rules and procedures in the conduct of a competitive source selection. Obtains pricing assistance as necessary and performs cost or price analysis, as appropriate and documents findings.

Prepares award documents that reflect the results of all discussions, any special needs of the project, and applicable terms and conditions.

Distributes award documents, ensures proper recording of the obligation by the Controller's Office, and provides all required notifications to unsuccessful applicants or offerors and U.S. Government award publication points. Prepares all written debriefings and arranges for telephone or in person debriefings and ensures proper data entry into USAID acquisition and assistance management information systems.

**b. Post Award Duties and Responsibilities**

Responsible for contract administration sufficient to ensure that the terms and conditions of the award are met and that the contractor or recipient meets delivery schedule and/or performance milestones in a timely manner to achieve Mission objectives.

Organizes and conducts Post-award conferences to include orientation meeting with the selected contractor/recipient beneficiaries, and relevant implementer employees to ensure that mobilization efforts will be conducted efficiently and that all terms and conditions of procurement instrument are clear and well understood by all parties.

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Provides debriefing to unsuccessful offerors. Post Award Administration tasks include site visits, change orders, drafting correspondence, initiating contractor performance evaluations, monitoring of reporting requirements, financial reviews, advising AOR/CORs and Implementing Partners on their administration responsibilities.

Researches issues contained in, and drafts responses to miscellaneous items of correspondence on a wide variety of acquisition and assistance awards. Examples include, but are not limited to: the review of subcontract consent requests, salary approvals, equipment approvals, and International travel approvals.

Performs procurement administration functions such as providing review, recommendation and drafting of correspondence on administrative award approvals, and clarifying award terms and provisions to awardees, AORs or CORs.

Monitors performance, as required by the terms and conditions of the award and by agency policy, through report reviews, site visits, correspondence, and other mechanisms. Provides expert contractual guidance to agency technical monitoring personnel to assist them in the performance of their programmatic duties and the avoidance of legal/contractual impropriety.

Ensures that grantees/contractors submit required subcontracting plans, inventory reports, quarterly financial reports, responses to contractor performance reports, follows extension needs, follows funding needs, and ensures new requirements/clauses are incorporated in present contracts/grants.

Disseminates performance reporting procedures to Contracting Officer Representatives and follows-up to ensure that reports are completed with input of contractors, Regional Contracting Officer and CORs.

Takes appropriate action and prepares documentation on any issues that may arise in the course of performance, including changes, disputes, work stoppages, problems with Government Furnished Property or Materials, changes in scope or direction, replacement of key personnel, failure to make acceptable progress, budget realignment, default payment problems, or unacceptable performance/deliveries.

Ensures payment vouchers are processed in a timely manner and that outstanding invoices are resolved.

Reviews assigned portfolio procurement files to ensure that documents, i.e. memoranda of negotiations, class justifications and other relevant documentation are included in the official procurement files.

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Closes-out completed contracts, grants, and cooperative agreements following agency procedures and prepares all relevant close-out documentation.

Meets regularly with client offices to remain current on pending actions and issues. Works closely with client offices in developing procurement plans and responses to contract/grant implementation and administrative issues.

Participates in special projects, as assigned and contribute regularly to the office's participatory management structure.

## C. DESIRED QUALIFICATIONS

### a. Education:

**Entry Levels FSN 9 & FSN 10** – Possession of a Baccalaureate Degree or the equivalent of a four-year US college/University degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required. NB: Additional education may **NOT** be substituted for Experience. Specialized training in USG acquisition is desirable, but can occur after employment.

**Entry Level FSN 11** – A master's degree in procurement, finance, business administration, economics, international trade, international procurement, supply chain management, accounting, law, or related field is required. Specialized training in USG acquisition is desirable, but can occur after employment.

- b. **Prior Work Experience:** Prior Work Experience for FSN-11: Six or more years of progressively responsible work in business administration, procurement, acquisition & assistance or other related field in a professional capacity with the USG or international organization is required. As this position is part of a recognized and established career ladder, a minimum of two years of this experience must have been gained working in a USAID Contracting/A&A Office, with at least one year at the next lower, FSN-10, grade level. NB: Additional experience may NOT be substituted for Education.

(FSN-9) 4 years;  
(FSN-10): 5 years; and  
(FSN-11): 6 years.

The standard to move from FSN 9 to FSN 10:

- FAC-C Level I certification.
- A minimum of two progressive years of on-the-job experience in contracting as determined by the supervisor.

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- Worked under the close supervision and mentoring of a Contracting/Agreement Officer or a Senior A &A Specialist and receive a "fully successful" rating or above.
- Must not have been placed on a Performance Improvement Plan during the preceding six months prior to consideration of the promotion.

The standard to move from FSN 10 to FSN 11:

- FAC-C Level II certification.
- A minimum of three progressive years of on-the-job experience in contracting as determined by the supervisor. As this position is part of a recognized and established career ladder, one year of this experience must have been gained working in a USAID Contracting/A&A Office at no less than the next lower grade level.
- Worked under the close supervision and mentoring of a Contracting/Agreement Officer or a Senior A &A Specialist and receive a "fully successful" rating or above.
- Must not have been placed on a Performance Improvement Plan during the preceding six months prior to the date of consideration for the promotion.

Preferably, must have experience in procurement working with private sectors or international organizations.

- c. **Language Proficiency:** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read) English and French speaking proficiency at Level IV (fluent) are required. Strong English writing ability is essential.

d. **Knowledge:**

- Knowledge of laws, rules, regulations of procurement in general. Knowledge of US Federal and agency procurement regulations a plus. Knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A good knowledge of host-country markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is required. Knowledge of business processes in public or private sectors is required.
- Analyzing and organizing large amounts of detailed information, such as cost factors and contract types, as relates to requirements;
- Great knowledge of market conditions, the political context and social conditions impacting US government contracts, grants, cooperative agreements and other contractual arrangements.
- Excellent knowledge of results-based assistance instruments and how these documents help to fulfill Mission objectives.

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- Good knowledge of the concerns for doing business with PVOs, NGOs, 8(a) firms, small business firms and local organizations.
- Good understating of the competition process and related responsibilities.

**e. Skills and Abilities:**

- Ability to work independent of supervision.
- Negotiation skills to discuss multi-million dollar contracts and assistance instruments.
- Analytical skills and sound judgment to select appropriate acquisition or assistance instrument types, to evaluate to evaluate applications or offers and determine the responsibility of contractors/applicant on the basis of competition, historical costs, reports and to conduct cost and price analysis.
- Excellent writing skills to draft procurement related documents and develop sound solicitation documents.
- Excellent interpersonal skills in dealing with internal and external officials.
- MS Word, Excel, Adobe

## **D. POSITION ELEMENTS**

- a. Supervision Received:** Receives guidance from a warranted Contracting Officer who makes assignments in terms of procurement actions to be performed. The - A&A Specialist plans and implements the procurement approach and interacts with designated DO team providing policy and strategic guidance on how to best fulfill the requirements. The - A&A

Specialist will keep updates on briefing and periodic status reports and procurement plans. Complete work is reviewed from the overall standpoint of providing a viable procurement approach for meeting established objectives, and results achieved in meeting delivery schedules and contractual conditions. The - A&A specialist is expected to be an expert in the field of USG acquisition and assistance procedures..

- b. Available Guidelines:** Federal Acquisition Regulations (FAR), Automated Directives System (ADS), A.I.D. Acquisition Regulation (AIDAR), Acquisition & Assistance Policy Directives (AAPD)/Contract Information Bulletins (CIB), Mission Orders, USAID Administrative Notices.

- c. Exercise of Judgment:** The A&A Specialist must exercise independent judgment and initiative as the procurement team member on the Development Objectives (DO) teams to:

- identify those aspects of regulations which apply to the particular procurement;
- develop justification for adopting a procurement posture;
- tailor provisions to meet special requirements and develop criteria or justification involving contractor claims;

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- recommend the selection of winning contractors or grantees;
- determine the use of special clauses, required clearances;

d. **Authority to Make Commitments:** The incumbent has considerable latitude in dealing with problems arising during the pre-award or post-award phases of the procurement action, and to independently manage full open competitive transactions from inception to completion. He/she makes decisions on the basis of analysis of alternatives, adaptation, or modification of procedures, or resolution of incomplete or conflicting technical or contractor data. Contracting officers rely on the decision of the - A&A specialist to make the appropriate decisions. The incumbent is authorized to distribute official including, solicitation documents, contracts, contract modifications to authorized personnel and client missions. The - A&A specialist does not have the authority to make any legal determinations that have a binding effect to the U.S. Government.

e. **Nature, Level and Purpose of Contacts:** Contacts include large and small U.S. business firms, other local national and international business firms, disadvantaged business firms, UN agencies, Public Voluntary Organizations (PVOs), Public International Organizations (PIOs). Typical contacts with contractors include officers and technical experts representing these firms. The incumbent works with technical staff, auditors, and others from within the agency. The contacts occur in moderately unstructured settings, with the roles and authorities being developed during negotiation or discussion. The purpose of contacts with external groups is to conduct conferences, share USAID policies on recent procurement innovations, techniques and reforms, top conduct fact finding, negotiate contracts, and modifications, and resolve numerous problems during award administration. Contacts with Mission teams are to advice on developing procurement plans and strategies leading to implementation. Contacts at host country counterpart institutions are to represent USAID

overseeing briefing sessions by potential contractors, and ensure that the counterpart employees understand USAID procurement processes fully.

f. **Supervision exercised:** Not applicable initially. However, the A&A Specialist upon acquiring knowledge of procurement at FSN11, s/he may supervise an FSN.

g. **Time Required to Perform Full Range of Duties After Entry into Position:**

FSN-9: One Year

FSN-10: Two Years

FSN-11: Three Years

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## **HOW TO APPLY:**

**I. Interested applicants with existing Senegalese Work Permits MUST submit a complete application package which includes the five following required document:**

- 1. A cover letter**
- 2. A *detailed CV*:** An up-to-date curriculum vitae (CV) or resume. Your CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria.
- 3. 3 *References*** who are not family members or relatives. Provide: Name, email address and phone number of each reference.
- 4. *Copies of relevant degrees***
- 5. *Form AID 302-3*.** The submitted form *must* be signed and completed as much as possible and may reference the CV/resume for a greater detailed explanation of work experience rather than repeat it in the form AID302-3 (form can be found on this web site: <https://www.usaid.gov/forms/aid-302-3>)

**II. Applications should be addressed to the: “ATTENTION OF HUMAN RESOURCES SPECIALIST – USAID/SENEGAL”**

**III. Email subject MUST be: JOB ANNOUNCEMENT FSN/2016/16 ACQUISITION & ASSISTANCE SPECIALIST – REGIONAL ACQUISITION & ASSISTANCE OFFICE**

**IV. Application should be send:**

- **BY EMAIL** [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov)  
or
- **By Postal Mail:** USAID/SENEGAL Route des Almadies - B.P. 49 - Dakar, Senegal.

**Incomplete applications will be rejected and all Documentation MUST be in English.**

**Deadline to receive applications: DECEMBER 30, 2016**

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## **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

*The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Senegal also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*

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